

Quick Reference Tip Sheet

LAST REVISED DATE: 05/01/2017

General Information






Task	Process Information
Commitment Control Budget Status Report	Use the Budget Status Report to display budget, pre-encumbrance, encumbrance, expense and the available budgeted expense balance for the chosen Chartfield criteria.

GEARS Navigation

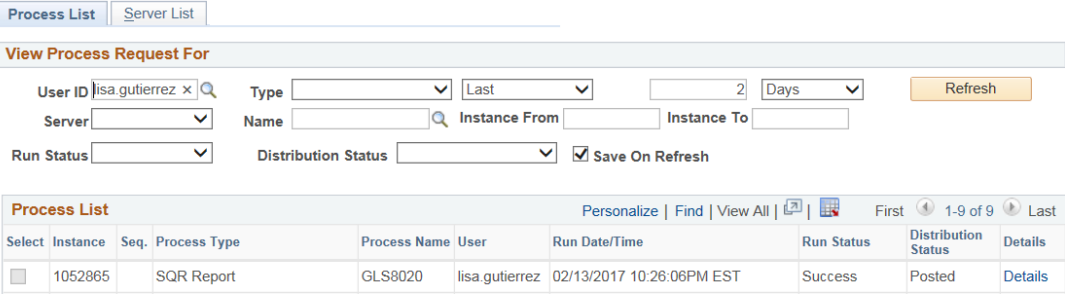
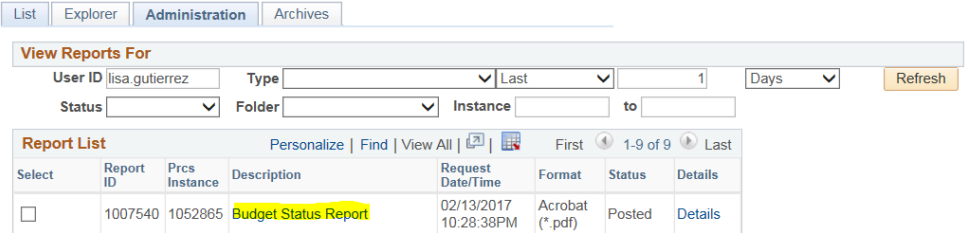
Commitment Control > Budget Reports > Budget Status	<div> Favorites ▼ Main Menu ▼ > Commitment Control ▼ > Budget Reports ▼ > Budget Status </div>
--	---

1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Select the "Add a New Value" Tab.	<p>Budget Status</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID <input type="text"/></p>
2.	Enter a Run Control ID. This name can provide information about the type of criteria in the report. No spaces are allowed.	Run Control ID: <input type="text"/>
3.	Click the  button.	
4.	In the  box, enter the following information:	<ul style="list-style-type: none"> Business Unit – This value will always be 'MDJUD'. Ledger – Select the Commitment Control ledger group from which you would like to report. (In most cases, you would use the ledger group of OPER_DTL.) <p>Report Request Parameters</p> <p>*Unit <input type="text" value="MDJUD"/>  Administrative Office of Court</p> <p>*Ledger Group <input type="text"/> </p>
5.	Click on the  button to blow out the chartfield detail criteria.	

6.	<p>Add criteria to the ChartField Selection area.</p>	<ul style="list-style-type: none"> • Sequence – Enter the sequence number for each included chartfield to designate the sequence number of the chartfield on the report. • Include CF – Check the box on the line for each chartfield you want to view on the report. • Subtotal – Check the box to subtotal for the chartfield on the report. • Value / To Value – Add a From Value and a To Value range for each chartfield line to further define the report criteria. If left blank, all qualifying chartfield values will be included. <div data-bbox="435 411 1539 1035"> <p>ChartField Selection Personalize Find First 1-14 of 14 Last</p> <table border="1"> <thead> <tr> <th>Sequence</th> <th>ChartField Name</th> <th>Include CF</th> <th>Subtotal</th> <th>Value</th> <th>To Value</th> </tr> </thead> <tbody> <tr><td>1</td><td>Batch Agency</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td>2</td><td>Program Cost Account</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>60091</td><td>60091</td></tr> <tr><td>3</td><td>Fund</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>0001</td><td>3003</td></tr> <tr><td>4</td><td>Account</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td></td><td></td></tr> <tr><td>5</td><td>Program Code</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td>6</td><td>Appropriation Number</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td>7</td><td>Approp Year</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>AY2017</td><td>AY2017</td></tr> <tr><td></td><td>Department</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td></td><td>Activity</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td></td><td>Budget Period</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td></td><td>PC Business Unit</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td></td><td>Project</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td></td><td>Source Type</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td></td><td>Statistics Code</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td></tr> </tbody> </table> </div>	Sequence	ChartField Name	Include CF	Subtotal	Value	To Value	1	Batch Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>			2	Program Cost Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	60091	60091	3	Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0001	3003	4	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			5	Program Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>			6	Appropriation Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>			7	Approp Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AY2017	AY2017		Department	<input type="checkbox"/>	<input type="checkbox"/>				Activity	<input type="checkbox"/>	<input type="checkbox"/>				Budget Period	<input type="checkbox"/>	<input type="checkbox"/>				PC Business Unit	<input type="checkbox"/>	<input type="checkbox"/>				Project	<input type="checkbox"/>	<input type="checkbox"/>				Source Type	<input type="checkbox"/>	<input type="checkbox"/>				Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>		
Sequence	ChartField Name	Include CF	Subtotal	Value	To Value																																																																																							
1	Batch Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																																																																									
2	Program Cost Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	60091	60091																																																																																							
3	Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0001	3003																																																																																							
4	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																									
5	Program Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																																																																									
6	Appropriation Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																																																																									
7	Approp Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AY2017	AY2017																																																																																							
	Department	<input type="checkbox"/>	<input type="checkbox"/>																																																																																									
	Activity	<input type="checkbox"/>	<input type="checkbox"/>																																																																																									
	Budget Period	<input type="checkbox"/>	<input type="checkbox"/>																																																																																									
	PC Business Unit	<input type="checkbox"/>	<input type="checkbox"/>																																																																																									
	Project	<input type="checkbox"/>	<input type="checkbox"/>																																																																																									
	Source Type	<input type="checkbox"/>	<input type="checkbox"/>																																																																																									
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>																																																																																									
7.	<p>Save the run parameters for the next time of use by clicking the Save button.</p>																																																																																											
8.	<p>Click on the Run button to start the report.</p>																																																																																											
9.	<p>Confirm the Budget Status Report line is selected (checked) and click on OK.</p>	<div data-bbox="435 1409 1539 1713"> <p>Process Scheduler Request</p> <p>User ID lisa.gutierrez Run Control ID 123</p> <p>Server Name <input type="text"/> Run Date 02/13/2017 </p> <p>Recurrence <input type="text"/> Run Time 10:26:06PM </p> <p>Time Zone <input type="text"/></p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Budget Status Report</td> <td>GLS8020</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> </div>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Budget Status Report	GLS8020	SQR Report	Web	PDF	Distribution																																																																												
Select	Description	Process Name	Process Type	*Type	*Format	Distribution																																																																																						
<input checked="" type="checkbox"/>	Budget Status Report	GLS8020	SQR Report	Web	PDF	Distribution																																																																																						

10.	Click the Process Monitor link.	
11.	Click on the Refresh button until the process is listed with a Run Status of 'Success' and a Distrib Status of 'Posted'.	
12.	Click on the Go back to Budget Status link.	
13.	Click on the Report Manager link.	
14.	Click on the Administration tab.	
15.	Click on the Budget Status Report link that corresponds to the process date and time that was run. The report will open as PDF in a new window.	

16.



Your report may look slightly different depending on the criteria you selected to include on the report.

Report ID: GLS8020

Bus. Unit: MNJUD--Administrative Office of Court

Ledger Grp: OPER_DTL -- Operating Detail Ledger Group

Currency : USD

Chartfields Criteria

Batch Agy: All values

Approp Number: All values

PCA: 60091

Approp Yr: AY2017

Fund: 0001 to 3003

Account: All values

Program: All values

Page No. 1

Run Date 02/13/2017

Run Time 22:40:03

Batch Agy	PCA	Fund		Budget	Assoc Revenue	PreEncumbrance	Encumbrance	Expense	Remaining
Account			Program						
Approp Number	Approp Yr								
C25	60091	0001							
0102	Additional Assistance		B006						
A0006	AY2017	2017 Approp Year		2,000.00	0.00	0.00	0.00	0.00	2,000.00
C25	60091	0001							
0104	Overtime		B006						
A0006	AY2017	2017 Approp Year		2,500.00	0.00	0.00	0.00	0.00	2,500.00
C25	60091	0001							
0301	Postage		B006						
A0006	AY2017	2017 Approp Year		21,000.00	0.00	0.00	0.00	134.19	20,865.81
C25	60091	0001							
0302	Telephone		B006						
A0006	AY2017	2017 Approp Year		0.00	0.00	0.00	0.00	0.63	-0.63
C25	60091	0001							
0306	Cell Phones		B006						
A0006	AY2017	2017 Approp Year		2,000.00	0.00	0.00	0.00	370.72	1,629.28
C25	60091	0001							
0401	In State Operations		B006						
A0006	AY2017	2017 Approp Year		4,650.00	0.00	0.00	0.00	170.00	4,480.00
C25	60091	0001							
0403	Out of State Operations		B006						
A0006	AY2017	2017 Approp Year		100.00	0.00	0.00	0.00	0.00	100.00
C25	60091	0001							
0801	Advertising & Legal Publication		B006						
A0006	AY2017	2017 Approp Year		2,700.00	0.00	0.00	0.00	0.00	2,700.00
C25	60091	0001							
0804	Printing/Reproduction		B006						
A0006	AY2017	2017 Approp Year		1,450.00	0.00	0.00	0.00	0.00	1,450.00
C25	60091	0001							
0809	Equipment Maint, Repair & Rent		B006						
A0006	AY2017	2017 Approp Year		27,600.00	0.00	0.00	4,107.32	3,357.77	20,134.91



End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.